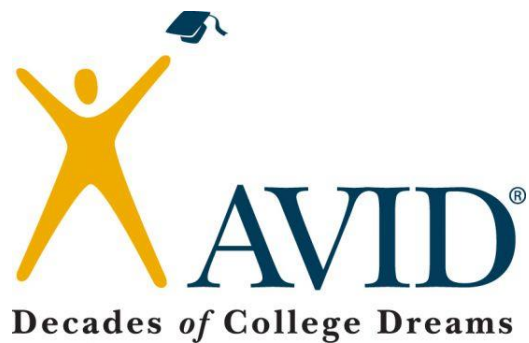




## **Channelview ISD**

# **AVID Recruitment Process**





## Table of Contents

Timeline .....	3
AVID Selection Criteria .....	4
Sample Letter Soliciting Teacher Nominations .....	5
Teacher/Staff Recommendation Form .....	6
Teacher/Staff Recommendation Form .....	7
Student Intent to Apply .....	8
Student Application (High School).....	9
Student Application (Junior High School) .....	12
Interview Questions .....	14
Interview Rubric .....	15
Recruitment Rubric .....	16
Acceptance Letter .....	17
AVID Commitment Agreement .....	18
Student Intent to Re-Apply .....	19

## AVID Recruitment Timeline

<b>January</b>	<p>Discuss the number of AVID sections to be offered the following year.</p> <p>Develop campus student recruitment plan:          Who will do recruiting?                      Who will be on interview committee?          Set timeline for recruiting</p> <p>Review selection criteria and necessary documentation (<i>test data, GPA, discipline record, student essay, etc.</i>).</p>
<b>February</b>	<p>Identify potential pool of AVID students, using student record sheet to note test scores, GPA, and class schedule.</p> <p>Review criteria for selecting students eligible for AVID program with staff.</p> <p>Disseminate teacher recommendation forms and allow one week for return of forms to either AVID coordinator or counselor.</p> <p>Make daily announcements to students to advertise the AVID program (<i>consider getting AVID students to make announcement and to talk about what AVID has done for them</i>).</p> <p>Hold informational meeting for potential AVID students to provide basic information and application form. (<i>Before, during or after school</i>).</p> <p>Organize meeting for parents and students to learn more about AVID; Advertise event via flyers, personal invitations, phone calls, marquee, web page etc.; Invite current AVID students to be part of the program.</p> <p>Distribute applications and set timeline for return of application.</p> <p>Follow up with students who have not submitted their application form; Provide assistance if necessary.</p> <p>Recruit Site Team for upcoming school year and encourage attendance at Summer Institute or other AVID trainings (<i>budget permitting</i>).</p>
<b>March</b>	<p>Identify student interview committee (<i>there should be at least two site members in each interview</i>).</p> <p>Conduct interviews in a quiet, private place, using some of the interview questions provided. Keep accurate notes and use interview rubric.</p>
<b>April</b>	<p>Use recruitment rubric to identify incoming AVID students.</p> <p>Send acceptance letters to students and their parents; have students and parents sign their commitment agreements at this time.</p> <p>Send a list of accepted AVID students to counselors to schedule AVID students into AVID Elective and advanced classes.</p>
<b>May</b>	<p>Hold an informational meeting with incoming AVID students and their parents.</p>

## **AVID Selection Criteria**

### **Who is an AVID Student?**

AVID students are students in the academic middle, capable of completing a college preparatory path with support. These students often are not realizing their full potential academically. In the identification process a number of criteria are considered, including:

- State Standardized Test Scores
- Classroom Assessments
- Grades
- Citizenship
- Attendance
- Desire and Determination
- Other Special Circumstances
- Complete Application & Interview Process

While all of the criteria are considered for acceptance into the program, no single criteria will necessarily eliminate a student from consideration. The AVID program should reflect the demographics of the school it is serving. Students participating in special education, gifted and talented programs, and ELL will be considered for AVID based on the criteria listed above. Currently, there are a number of students from these groups successfully participating in the AVID program.

### **Once Selected for AVID, What are the Student Requirements?**

AVID students must:

- be enrolled in an AVID elective class
- enroll in all honors/AP classes freshman & sophomore years, then follow a rigorous schedule of a minimum of 2 core honor/AP courses. (See attached sample schedule)
- maintain satisfactory citizenship and attendance in all classes
- maintain the AVID binder with assignment/grade record sheets and daily notes in all classes
- complete all homework assignments and commit to studying every night



**SAMPLE**  
**Student Nomination Letter to Teachers/Staff**  
*(Email to teachers and staff members in February)*

Dear \_\_\_\_\_ Teachers and Staff Members:

The AVID Program is in the process of enrolling students in grades \_\_\_\_\_ for the upcoming 2014 -2015 school year. Please consider the students who you have worked with this year. AVID students are students who are typically in the academic middle, and are capable of completing a rigorous college preparatory path with support. Do you have a student or students in your class who just simply are not realizing their full potential academically? There are several things that we take into consideration when accepting a student into AVID. These include:

- State Standardized Test Scores
- Classroom Assessments
- Grades
- Attendance
- First in their Family to attend College
- Member of a Historically Underrepresented Population in 4-year Colleges
- Economically Disadvantaged
- Desire and Determination
- Other Special Circumstances

While we consider all of the criteria, no single criteria will necessarily eliminate a student from consideration. We strive to reflect the demographics of our school, and students in special education, gifted and talented, and ELL programs should also be considered. In fact, there are a number of students in these groups who are successfully participating in the AVID program nationwide. We need your input in this process. Please seriously consider the students who you work with each day. If you would like to nominate students, please complete the attached Teacher/Staff Recommendation Form and return it to \_\_\_\_\_ no later than \_\_\_\_\_. We will provide the student with an application and we will be conducting interviews at a later date.

Thank you for being a part of the AVID Team at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_



## Teacher/Staff Recommendation Form

If you are aware of a student fitting the following criteria who could use the support of the AVID Program in order to be eligible to enter a two- or four-year college or university following high school graduation, please complete this form by \_\_\_\_\_ and submit it to \_\_\_\_\_. The site team will contact the student to provide an application and to set up an interview.

Criteria to consider:

- Student is in the academic middle (mostly B's and C's)
- Student is a member of a traditionally underrepresented population in colleges
- Student is economically disadvantaged
- Student would be the first in his or her family to attend or graduate from college
- Student is an underachiever
- Student has appropriate classroom behavior
- Student has good attendance
- Student is capable of completing a rigorous college preparatory path

You may have a student who fits into one or more of the above mentioned criteria. You might also have a student with special circumstances that without the AVID Program might inhibit his or her ability to go to college.

Please consider your students and fill-out the section below to nominate those who you believe would benefit from the AVID Program. Once the AVID Site Team has received all nominations, students will be contacted with further information pertaining to the application process.

Thank you.

Student Name	Grade	Referring Teacher	Comment



Teacher Recommendation Form



Date: \_\_\_\_\_

\_\_\_\_\_, a student in one of your classes has been recommended or is applying to the AVID (Advancement Via Individual Determination) program. This is a course designed primarily for students who have college potential. Please take a few minutes to answer the following questions so that appropriate placement can be determined.

Please return this form to \_\_\_\_\_.

	Never	Sometimes	Always
1. This student needs the support of the AVID class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. This student seems to have college potential.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. This student displays good classroom work habits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. This student practices good classroom behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. This student is focused on classroom activities during class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Comments:

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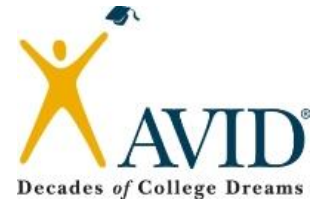
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Signature: \_\_\_\_\_

Subject: \_\_\_\_\_



# INTENT TO APPLY



## AVID PROGRAM

*(Advancement Via Individual Determination)*

Student ID # \_\_\_\_\_

Student Name \_\_\_\_\_

Grade Level for next fall \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email address: \_\_\_\_\_

### Program Description:

AVID is a program that prepares students for four-year college eligibility.

### Student Goals:

1. Prepare for academic success in high school/ college preparatory courses.
2. Prepare for successful completion of college eligibility requirements.
3. Prepare for enrollment in four-year college/university after high school graduation.

### Student Responsibilities:

1. Maintain enrollment in rigorous academic classes.
2. Maintain satisfactory citizenship and attendance in all classes.
3. Maintain the AVID binder with assignment/grade record sheets and daily notes from all classes.
4. Complete all homework assignments and commit to at least two hours of homework/studying each night.

### Commitment:

I understand my responsibilities and would like to be considered for acceptance into the AVID program.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/Guardian Approval Signature**

\_\_\_\_\_ **Parent/guardian initials** only indicate a review of this form and does **not** constitute automatic enrollment of son/daughter into the AVID program.

\*This form **must be returned** to \_\_\_\_\_ or the counseling center by \_\_\_\_\_.



# AVID Student Application (High School)



AVID is a commitment. The program is meant to prepare students to attend college following high school graduation. Students are accepted into the program through an application process which includes completing this application, teacher recommendations, and interviews.

Student ID# \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Current Grade Level \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Are you a former AVID student? Yes / No

If yes, please provide name of school and location \_\_\_\_\_

Please answer the following questions in complete sentences.

1. Why do you want to be an AVID student?

---

---

---

2. What subject do you like the most? Why?

---

---

---

4. What are your goals for your future?

---

---

---

5. How much time do you spend studying at home? / Who do you go to when you need help?

---

---

---

6. What extracurricular and community service activities do you currently participate in next year?

---

---

---

7. What three words would you use to describe yourself?

---

---

---

8. Has anyone in your family ever attended college? If yes, who and did they graduate?

---

---

---

9. Why do you think college is important?

---

---

---

10. What is your biggest challenge?

---

---

---

**Essay Questions**

Please **choose only one question** and respond in complete sentences and paragraphs. Please write your final copy on a **separate sheet of paper** and attach it to this application.

1. AVID stands for Advancement Via Individual Determination, which means to succeed by your own personal motivation. Explain how you show individual determination.
2. Describe the most important or outstanding thing or event that has happened to you. Be sure to include specifics and details.
3. Recount an incident or time when you experienced failure. How did it affect you, and what did you learn.

**Student Grade Sheet** *(to be completed by all teachers)*

Period	Teacher/Subject	Current Grade	Conduct	Signature
1				
2				
3				
4				
5				
6				
7				
8				

**Parent/Guardian Section** *(to be completed by parent/guardian)*

Mother/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email address \_\_\_\_\_

Father/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email address \_\_\_\_\_

I would like my student to participate in the AVID Program because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Participation in the AVID Program requires students to be committed to academics and their goal of attending college following high school graduation. I understand that students are expected to take rigorous classes and to fully participate in the AVID Elective Class.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## AVID Student Application (Junior High School)



AVID is a commitment. The program is meant to prepare students to attend college following high school graduation. Students are accepted into the program through an application process which includes completing this application, teacher recommendations, and interviews.

Student ID# \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Current Grade Level \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Are you a former AVID student? Yes / No

If yes, please provide name of school and location \_\_\_\_\_

Please answer the following questions in complete sentences.

1. Why do you want to be an AVID student?

---

---

---

2. What subject do you like the most? Why?

---

---

---

4. What do you see yourself doing after you graduate from high school?

---

---

---

5. Has anyone in your family ever attended college? If yes, who and did they graduate?

---

---

---

**Student Grade Sheet** *(to be completed by all teachers)*

Period	Teacher/Subject	Current Grade	Conduct	Signature
1				
2				
3				
4				
5				
6				

**Parent/Guardian Section** *(to be completed by parent/guardian)*

Mother/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email address \_\_\_\_\_

Father/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email address \_\_\_\_\_

I would like my student to participate in the AVID Program because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Participation in the AVID Program requires students to be committed to academics and their goal of attending college following high school graduation. I understand that students are expected to take rigorous classes and to fully participate in the AVID Elective Class.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Interview Questions** (*select no more than five to seven questions*)

1. Why do you want to participate in the AVID Program?
2. Do you have any brothers or sisters? How many? Do they all live at home with you? How old are they?
3. What if you were faced with a situation where you were unhappy with the grades you received in your classes? How would you keep yourself on a positive note?
4. How do you feel about stepping out of your comfort zone?
5. What does it mean to "discipline yourself"?
6. How would you approach a teacher that you don't get along with about your grade?
7. Do you blame others or make excuses for your actions?
8. How will you react to a class where you know no one and you need help with a class?
9. If you had a poor grade in a class, what steps would you take to improve it?
10. Where do you see yourself in 10 years?
11. How, specifically, would you stay dedicated to AVID?
12. What do you already know about AVID?
13. What do you think will be expected of you if you join AVID?
14. How do you make sure that you use your time in class productively?
15. Do you want to go to college? Why?
16. Do you accept criticism for the most part or do you get angry easily?
17. Do you have any questions you would like to ask about the AVID program?
18. Do you have any comments that you would like to make about your candidacy that you have not yet been given the opportunity to tell us about?

### AVID Interview Rubric

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Staff Members Present: \_\_\_\_\_ Date \_\_\_\_\_

Criteria	Poor 1	Fair 3	Excellent 5
Poise, Confidence and Competence	<ul style="list-style-type: none"> <li>- Speech halting, soft, nervous</li> <li>- Ideas expressed tentatively</li> </ul>	<ul style="list-style-type: none"> <li>- Steady, fluent speech, may not be assertive</li> <li>- Ideas stated unapologetically</li> </ul>	<ul style="list-style-type: none"> <li>- Fluent, steady speech, assertive</li> <li>- Ideas expressed affirmatively</li> </ul>
Audience Awareness	<ul style="list-style-type: none"> <li>- Inattentive, unresponsive</li> <li>- No use of feedback or others' ideas</li> </ul>	<ul style="list-style-type: none"> <li>- Attentive, good eye contact</li> <li>- Acknowledges others' ideas and feedback</li> </ul>	<ul style="list-style-type: none"> <li>- Responds to others and feedback</li> <li>- Works to establish rapport</li> </ul>
Clarity	<ul style="list-style-type: none"> <li>- Imprecise, confusing wording</li> <li>- Fails to clarify when needed</li> </ul>	<ul style="list-style-type: none"> <li>- Wording understandable</li> <li>- Corrects and clarifies when needed</li> </ul>	<ul style="list-style-type: none"> <li>- Word choice precise</li> <li>- Effectively rewords when needed for clarity</li> </ul>
Sense/Coherence of Content and Ideas	<ul style="list-style-type: none"> <li>- Few ideas</li> <li>- Information disjointed or confused</li> </ul>	<ul style="list-style-type: none"> <li>- Expresses some appropriate ideas</li> <li>- Sensible</li> </ul>	<ul style="list-style-type: none"> <li>- Ideas effective</li> <li>- Thoughtful, well-informed</li> </ul>
Question and Answer	<ul style="list-style-type: none"> <li>- Responds inappropriately to questions</li> </ul>	<ul style="list-style-type: none"> <li>- Effective in responding to questions</li> </ul>	<ul style="list-style-type: none"> <li>- Highly effective in responding to questions</li> </ul>

**TOTAL SCORE:** \_\_\_\_\_

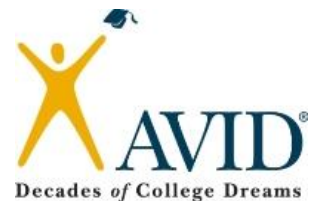


**AVID Recruitment Rubric School Year \_\_\_\_\_**

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

<b>Grades (Average at end of 1<sup>st</sup> semester)</b> <b>ELA (Regular/Pre-AP)</b> 90-100 5 75-89 10 70-74 5 below 70 0	<b>Discipline Issues</b> None 10 Minor 5 Major 0  <b>Total Number of referrals: _____</b>
<b>STAAR Test (ELA)</b> Level III 5 Level II 10 Level I 0	<b>Family</b> Single Parent 10 LEP 10 Large Family (4+ children in family) 10
<b>Math (Regular/Pre-AP)</b> 90-100 5 75-89 10 70-74 5 below 70 0	<b>College Exposure</b> First in Family 10 1 parent 5 2 parents 0
<b>STAAR Test (Math)</b> Level III 5 Level II 10 Level I 0	<b>Special Circumstances</b> 10  <i>(Please explain on back.)</i>
<b>Science (Regular/Pre-AP)</b> 90-100 5 75-89 10 70-74 5 below 70 0	<b>Oral Interview</b> Great 10 Average 5 Below Average 2
<b>Social Studies (Regular/Pre-AP)</b> 90-100 5 75-89 10 70-74 5 below 70 0	<b>Written Essay</b> Great 10 Average 5 Below Average 2
<b>SES</b> Free/Reduced 10 Not 0	<b>Written Application</b> Completed and submitted on time 10 Partial complete 5 Did not complete 0
<b>2013-14 Attendance</b> Good (1-5 absences per semester) 10 Average (6-9 absences per semester) 5 Poor (10+ absences per semester) 0 <b>Total Number of days absent: _____</b>	<b>Teacher Recommendations/Nominations</b> 5 to 8 teachers 10 1 to 4 teachers 5 0 teachers 0

**Total points earned (maximum of 180 points): \_\_\_\_\_**



Date \_\_\_\_\_

Dear \_\_\_\_\_,

Congratulations! After careful consideration of your application packet and interview by the AVID Site Team, you have been accepted into the AVID Program at \_\_\_\_\_ for the 2014-2015 school year. Because AVID is a commitment of your time and effort, we ask that you and your parent/guardian review the enclosed AVID contract and return it to \_\_\_\_\_ no later than \_\_\_\_\_. As soon as the contract is signed, your counselor will begin the process of placing you in your AVID schedule for next year.

If you have any questions, please contact \_\_\_\_\_.

We are looking forward to your success as a member of AVID.

Sincerely,



## AVID Student Agreement



*The mission of the AVID College Readiness System is to close the achievement gap by preparing all students for college readiness and success in a global society.*

### Student Goals

- Academic success in college-preparatory courses.
- Enrollment in college-preparatory courses throughout middle and high school to ensure enrollment in a four-year college or university upon graduation.

### Student Responsibilities

- I will maintain at least a 2.0 GPA and satisfactory citizenship and attendance in all classes or will be placed on a probation contract.
- I will maintain enrollment in college-preparatory classes.
- I will maintain an AVID three-ring binder (with calendar/agenda, Cornell notes, assignments in all classes and Tutorial Request Forms).
- I will be an active learner, be prepared for all classes with all assigned work completed, take Cornell notes daily and be an active participant in all activities.
- I will complete all homework assignments (commit to at least two hours of studying every night).
- I will participate in AVID tutorials. I will come to AVID class prepared for tutorial sessions with the TRF pre-work completed, AVID binder with Cornell notes and textbooks. I will use critical thinking, inquiry and collaboration with my classmates to create greater understanding about my point of confusion.
- I will participate in AVID field trips and activities.

Name: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

### Student Agreement

I agree to accept enrollment in the AVID Elective class, which will offer me academic support. I want to succeed, and I understand that I must take individual responsibility for my own success. I agree to remain in the AVID Elective class for at least one school year. I understand that I will be allowed to remain in AVID only if I meet the student responsibilities listed above.

\_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_

### Parent/Guardian Responsibilities

I will support my child by:

1. Partnering with the AVID Elective teacher through regular communication and attendance at meetings.
2. Monitoring my child's academic process to ensure that he/she is on track for meeting the grade and course requirements to remain in AVID and in line for the successful completion of college eligibility requirements.
3. Checking for an organized binder with agenda, content class Cornell notes and Tutorial Request Forms weekly.
4. Encouraging opportunities to take rigorous courses, complete college prep/entrance exams, and participate in community service, extracurricular activities and leadership opportunities.

We agree to support the efforts of this student in meeting these goals.

\_\_\_\_\_  
Parent/Guardian Signature

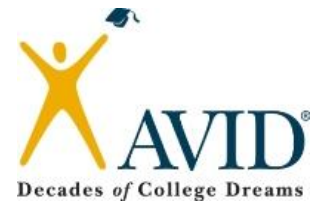
\_\_\_\_\_  
AVID Site Coordinator/Teacher Signature

\_\_\_\_\_  
AVID Counselor Signature

\_\_\_\_\_  
AVID Administrator Signature



**AVID Student Intent to Re-Apply 2014-2015**



Student ID # \_\_\_\_\_

Name: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

***Student responsibilities need to have been met for the 2013-2014 school year to meet eligibility to re-apply to the program for the upcoming school year.***

AVID is a program that prepares students to be able to attend and graduate from a four-year college or university following high school graduation.

**Student Responsibilities**

1. Academic success in high school/college preparatory classes (minimum of one pre-AP or AP course) per semester.
2. Maintain satisfactory citizenship and attendance in all classes.
3. Maintain the AVID binder contents including, but not limited to, assignment sheets and Cornell notes.
4. Maintain a grade of 75 or higher in all classes on report card.

**Student Agreement**

I agree to accept enrollment into the AVID Elective class, which will offer academic support to me as I pursue my college dreams. I want to succeed and I understand that I must take individual responsibility for my own success. I understand that in order to give fair consideration to my involvement in the program, I must commit to remaining enrolled in the AVID elective class for at least one year and that I will be allowed to remain in the program only if I meet the student responsibilities outlined above. I also understand that studies show that I will be most likely to demonstrate academic improvement if I remain in the program for at least three years. I will be most likely to achieve my goal of enrollment in a four-year college if I remain in AVID throughout high school.

**Statement of Commitment:** If I am selected to continue in the AVID Program, I understand that I will have to continue to meet the program's requirements. I understand that if I do not fulfill the requirements of the program, I will be withdrawn from the AVID Elective.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**Support Statement:** I agree to support the efforts of my child in meeting the student responsibilities outline above. I also understand that if all requirements are not met that my child will be withdrawn from the AVID Elective.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date